

MONROE COUNTY, FLORIDA

JOB DESCRIPTION

Position Title: ADMINISTRATOR RISK MANAGEMENT
Position Grade: 10
FLSA Status: EXEMPT

Date: 01/01/2004
Job Code: 10-31

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

The Risk Manager is solely responsible for all of the County's property/casualty insurance programs and policies, the self-insured liability program, and the Risk Management program/fund under Code 2-457, as well as all Risk Management Related issues.

KEY RESPONSIBILITIES

1. Complete oversight of the procurement, renewal, etc, of all property/liability insurance, self-insurance excess policies. Maintain related property schedules.
2. Responsible for all claims (insured and self-insured) including investigation, settlement, payments and litigation.
3. Review all contracts, provide Risk Management insurance clauses, negotiate, waive, modify insurance risk assessments.
4. Review all requests to use County property and provide Risk Management requirements.
5. Calculate, allocate all insurance premiums, self-insurance contributions to all funds, cost centers, and pay premiums.
6. Respond to all Administration, BOCC, Constitutional Officers, Sheriff's Department, requests for risk assessments and recommendations including Solid Waste, Airports, etc.
7. *Budget preparation for Risk Management Fund.

***Indicates an essential job function**

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KEY JOB REQUIREMENTS

Education: Bachelor's Degree in Finance or Insurance; ARM designation (Associate in Risk Management)

Experience: 3-5 years minimum amount of prior related work experience.

Impact of Actions: Makes decisions and final recommendations which routinely affect the activities of an entire division. Position duties may include responsibility for developing strategic plans for one or more divisions.

Complexity: Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.

Decision Making: Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

Communication

with Others: Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

Managerial

Skills: Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

Working Conditions/ Normal office situation.

Physical Effort: Typically sitting at a desk or table; Intermittently sitting, standing, stooping.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____